Report on the administration of the *Access to information Act*

2013-2014

Canada Economic Development for Quebec Regions
Développement économique Canada pour les régions du Québec

Canada

PUBLISHED BY
The Economic Development Agency
of Canada for the Regions of Quebec
Montréal (Québec) H3B 2T9
www.dec-ced.gc.ca

CATALOGUE Iu90-1/11-2014E-PDF

ISSN 2291-7209

TABLE OF CONTENTS

Introduction 4

Mandate of the Economic Development Agency of Canada for the Regions of Quebec 5

Access to information and Privacy Office 7

Delegation of authority 8

Interpreting the statistical report on access to personal information 9

Training 16

Administrative policies and practices 17

- Procedure
- Proactive disclosure
- Information available on the Agency's Website

Complaints and investigations 19

Info Source 19

Reading room

Actions planned for 2014-2015 20

Annexes
Delegation schedule
Statistical report
Supplementary reporting

Introduction

The *Access to Information Act* (the Act), promulgated on July 1, 1983, aims to broaden access to the records of the federal government. It enshrines the principle of the right of the public to be given information and endeavours to complement arrangements for access to records.

In deference to this legal principle, federal institutions are required to establish standardized practices and procedures for processing access to information requests. These practices and procedures must include an undertaking to make all reasonable efforts to assist applicants, regardless of who they may be. Institutions must also apply the Act in an effective, coordinated and proactive manner so as to provide full, accurate and timely responses to access to information requests, subject only to regulatory constraints.

This document was prepared in response to section 72 of the Act, which requires federal institutions to submit an annual report to Parliament on administration of the Act. This report provides details on activities related to administration of the Act at the Economic Development Agency of Canada for the Regions of Quebec (the Agency).

The *Access to Information Act* allows Canadians, permanent residents and anyone in Canada to exercise a general right of access to information held by federal institutions, subject to specific and limited exceptions.

Mandate of the Economic Development Agency of Canada for the Regions of Quebec

Under its incorporating act, which came into effect on October 5, 2005, the mission of the Agency is to promote the long-term economic development of the regions of Quebec, giving special attention to those where slow economic growth is prevalent or opportunities for productive employment are inadequate. As part of its mission, the Agency is committed to promoting cooperation and a complementary relationship with Quebec and its communities.

Through its economic role, the Agency is central to government priorities with respect to the economy and employment. It is present in all Quebec regions, and works in conjunction with local organizations. The Agency supports communities and small and medium-sized enterprises (SMEs) so they can take part in the economy of tomorrow and achieve their full potential by building on their strengths, in particular by supporting the improvement of SMEs' performance, productivity and innovation capability.

Furthermore, the Agency provides support for regions facing major crises by helping them diversify their economic base so as to enhance their long-term development. Through its business offices, the Agency's presence is well-rooted in all Quebec regions. It acts in relation to enterprises—predominantly SMEs—and non-profit organizations (NPOs). The Agency supports SMEs and NPOs in their development primarily by providing financial assistance for project implementation.

The Agency's approach is inspired by the best practices identified with respect to regional economic development. It is:

- **Consistent** with government priorities and national strategies related to its mission and anticipated results;
- **Geared** to the economic issues and challenges of enterprises and the different regions of Quebec, building on their assets and potential; and
- **Collaborative** with economic agents, such as local partners, other federal departments and agencies and the Quebec government.

Since April 1, 2012, the Agency has had one regular G&C program, the *Quebec Economic Development Program*. In addition to this program, the Agency contributed to the design and implementation of Canada-wide programs and targeted ad-hoc initiatives such as the *Community Infrastructure Improvement Fund* (CIIF) that ended in March 2014. This initiative aimed to support the rehabilitation and improvement of existing community infrastructure.

Agency's Grants and Contributions Programs and Initiatives, as stated in the 2013-2014 Report on Plans and Priorities:

Regular Program:

Quebec Economic Development Program (QEDP)

Canada-wide Program Implemented in Quebec by the Agency:

Community Futures Program (CFP)

Infrastructure Canada's delivery partner for the administration in Quebec:

Building Canada Fund–Quebec
Municipal Rural Infrastructure Fund
Canada Strategic Infrastructure Fund

Ad-hoc initiative:

Community Infrastructure Improvement Fund

To learn more about the Agency's mandate, programming and operations, go to its Web site: www.dec-ced.gc.ca.

Access to Information and Privacy Office

The Access to Information and Privacy Office (AIPO) is a division of the Agency's Corporate Secretariat, reporting directly to the Deputy Minister/President's Chief of Staff.

AIPO has a manager from the Corporate Secretariat, an access to information and privacy coordinator and an access to information officer. The coordinator, with the help of the officer, oversees compliance with legislation, regulations, procedures and broad government trends. Half of the officer's workload is devoted to processing requests for access to information.

Through its delegated authority, AIPO represents the Agency on matters relating to the Act in dealings with the public, Treasury Board Secretariat, the Commissioners of Information and Privacy and other federal departments and institutions.

AIPO's chief duties are:

- Processing requests for access to information and coordinating all attendant administrative and legal operations.
- Assisting applicants.
- Developing opinions, general guidelines and procedures relating to application of the Act.
- Reporting on the Agency's application of the Act.
- Meeting the training needs of Agency employees.

Delegation of authority

The Agency's enabling legislation identifies its head as being the Deputy Minister/President. In addition to managing the institution and overseeing management of Agency personnel, the Deputy Minister/President is responsible for application of the *Access to Information Act*.

To this end, the authority for application of the Act was delegated to the manager position in the Corporate Secretariat, while most administrative authority was delegated to the position of access to information and privacy coordinator.

This delegation emerged from the 2011-2012 comprehensive access to information plan. This plan continues to reflect government trends and adheres to the overall principles of access to information. The section on "Administrative Policies and Practices" in this report provides more detail.

Interpreting the statistical report on access to information requests

Highlights

Every request received within the reporting period was closed by AIPO, thus no request was carried over to the next fiscal year.

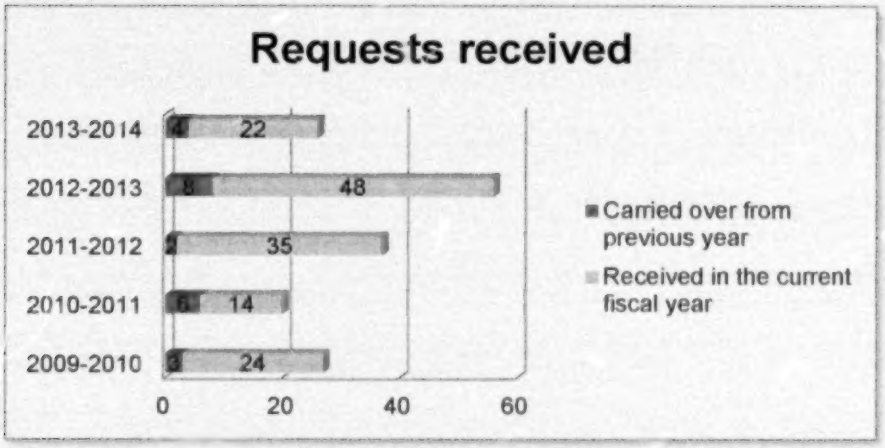
The number of pages reviewed increased by 17%, to 4,779 pages. The number of pages disclosed also increased in this fiscal year, rising by 12%, to 2,414 pages.

AIPO recorded a decline of about 50% in the number of access to information requests in 2013-2014. Even though some of the requests had an increase in complexity and required a number of discussions with the requesters to clarify the information sought, the rate of requests processed in less than 30 days increased from 52% in 2012-2013 to 69% in 2013-2014. Naturally, consultations remain a challenge for AIPO, since they are the main reason for delays in response time.

The work carried out on the proactive disclosure section to make it easier to retrieve data on grants and contributions was a factor in the decrease of the number of requests processed. Now available on the Web, the more complete data enables users to generate their own files they would previously had to request.

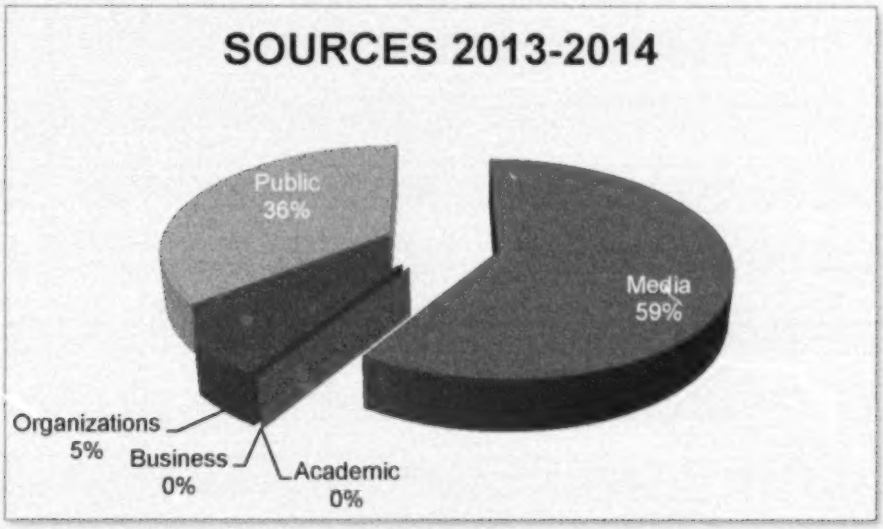
Requests received and processed

The number of access requests received and processed was down in the current fiscal year from previous years. AIPO received a total of 22 requests during the year, compared to 48 in 2012-2013. In addition to the requests received in 2013-2014, four were carried over from the year before. To find a similar rate in the number of requests received, we would have to go back to the 2009-2010 fiscal year. AIPO processed a total of 26 requests in 2013-2014, a decrease of 50%.



Source of requests

This year again, the media accounted for the lion's share of requests with 59%, followed closely by members of the public with 36%. The following table shows the sources of the requests.



Subjects of requests

The subjects of the requests received are just as varied as their sources. However, certain broad themes do recur each year, as they have done for a number of years.

This year, 25 out of 26 requests (96%) were for documents related to grants or contributions or for background documents such as briefing notes or correspondence. The nature of these documents meant that consultations with third parties were needed, which entailed more processing time. The other request processed (4%) was for documents pertaining to the Agency's internal activities.

Disposition and processing times

The Act stipulates that access requests must normally be answered within 30 calendar days. Of the requests processed in 2013-2014, 18 (69%) were answered in less than 30 days. Of those, 16 requests (88%) were answered in less than 15 days.

It is also important to note that the Act provides for extended deadlines for certain requests where consultations are needed with third parties or other organizations. Given the nature of the documents sought from the Agency in 2013-2014, several requests required such consultations. AIPO therefore had to extend the deadlines to be able to discharge its obligations under the Act.

Thus, of the number of requests received during the year, a total of 10 (38%) had their deadlines extended. Of this number, five were delivered within the times specified in the Act. The rate for requests where there was a delay in response time thus increased in 2013-2014, mainly owing to the fact that, of the 26 requests processed, four (15%) were already facing delays when they were carried over from the previous year.

In 2013-2014, two new phenomena were noted.

1) A substantial increase in the number of requests treated informally, in accordance with Treasury Board Secretariat directives. These requests relate to public documents or to information that has already been processed under the Act.

2) An increase in the number of consultations for some requests. While some extended requests required only a few consultations, two of them called for 30 to 50 consultations each.

	Number of days							Total
	1 to 15	16 to 30	31 to 60	61 to 120	121 to 180	181 to 365	More than 365	
All disclosed	2	1	1					4
Disclosed in part	2	1	2	1	1	1	2	10
No records exists	2							2
Request transferred	1							1
Processed informally	9							9
TOTAL	16	2	3	1	1	1	2	26

Exceptions and exclusions invoked

Considering the 14 requests for which answers were transmitted, AIPO fully disclosed the information being sought, without invoking protection, for four requests (15%) and invoked exemptions and exclusions in the case of 10 other requests (39%).

The following table shows the exemptions and exclusions invoked in 2013-2014. More than one section may be invoked for a given request.

As can be seen, the Agency, by virtue of its economic development activities, holds many records containing business, technical and financial information relating to third parties.

Sections invoked	Frequency
Information obtained in confidence from another government **13(1)c)**	1
Investigations **16(1)a)(i)** **16(1)c)**	7 1
Personal information **19 (1)**	4
Third party information **20(1)b)** **20(1)c)** **20(1)d)**	4 1 3
Advice and recommendations to government **21(1)a)** **21(1)b)** **21(1)d)**	5 3 1
Solicitor-client privilege **23**	4
Refusal of access where information to be published **26**	2
Confidential documents **69(1)a)** **69(1)e)**	1 1

Communication of disclosed documents

In 2013-2014, a total of 14 requests (54%) resulted in partial or full disclosure of documents. Of this number, 10 responses (71%) were disclosed in paper format and four others (29%) in electronic format. These results tend to be similar each year.

It should be noted that communication in electronic format (sent on CD) is preferred, mainly in the case of voluminous records.

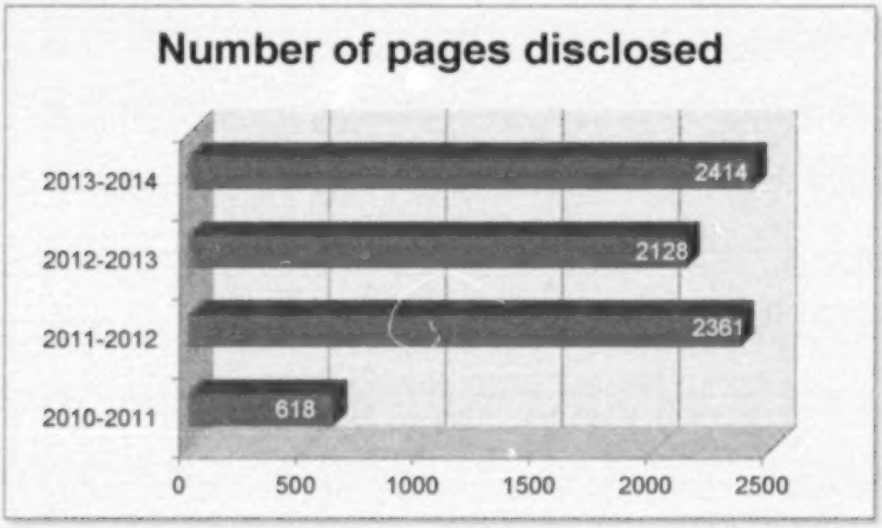
This year again, as this has been the case for many years, no records were consulted in the Agency's reading room.

Pages reviewed and disclosed

With the introduction in 2011-2012 by the Treasury Board Secretariat of a new detailed statistical report, it is now possible to report the number of pages reviewed and compare it with the number of pages disclosed.

These page numbers may vary considerably from year to year, depending on the subjects of interest and the quantity of relevant records held by the Agency.

The number of pages reviewed in 2013-2014 (4,779 pages) exceeded the number for the previous year (3,949 pages). There was a less significant increase in the number of pages disclosed: 2,414 pages in this fiscal year, as compared to 2,128 pages in 2012-2013.



Third party consultations and extensions

Because of the nature of the Agency's operations, mainly aimed at allocating financial assistance to SMEs and organizations, it is not unusual for requests processed to require consultations with third parties and hence extensions of the times stipulated in the Act.

In order to meet the demands of the Act, extensions were granted for 10 out of 26 requests processed (39%), compared with 31 requests (60%) last year. In each case, applicants were advised of the extension in accordance with the Act.

Of all these third party consultations, two were answered after expiry of the prescribed deadline, leading to delays in processing.

The Agency consults third parties in order to provide as much information as possible, which is keeping with the spirit and the letter of the Act. These consultations can sometimes result in a delay in processing

requests, a situation which leaves AIPO powerless. This was the case with a file where close to 50 third parties were consulted and one of them did not respond to AIPO within the prescribed time frame. As a result, AIPO was forced to send a notice under section 44 (request for review) and wait until the notice deadline had expired before transmitting the documents.

Privy Council Office consultations and extensions

Through recommendations made by the Agency's Legal Services, AIPO had to consult the Office of the Queen's Privy Council for Canada four times to confirm the applicability of section 69, which provides for exclusion of confidences of the Privy Council. Of these four requests, one was answered after expiry of the extension.

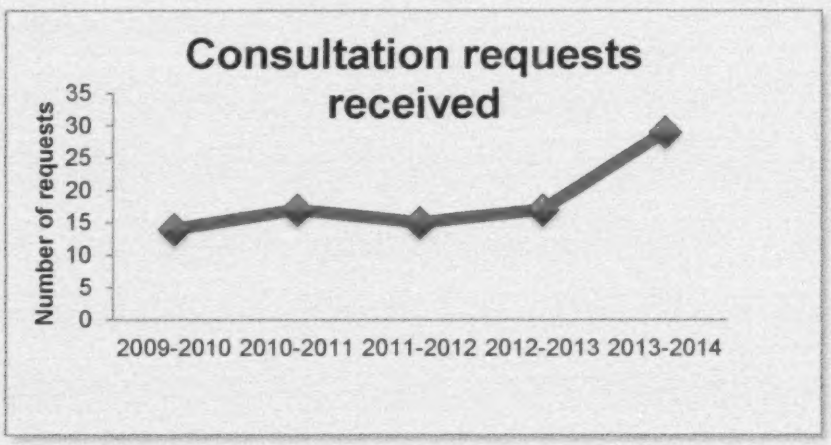
Since these consultations require the assistance of Legal Services and may cause delays in the processing, they are still problematic in terms of response times.

Consultation requests from other federal institutions

In the current year, AIPO processed a total of 29 requests from other federal institutions. These requests account for a total of 386 pages for processing. This is an increase of nearly 50% over the previous fiscal year.

Of these 29 consultations, a recommendation for full disclosure was made for 25 requests (86%) and for partial disclosure for four (14%). All of these requests were processed within 30 days

.



Fees and exemptions

AIPO complies with the guidelines of the Treasury Board Secretariat with regard to the imposition and waiving of access fees. For example, it waives reproduction fees of less than $25. Above that amount, it decides whether or not full fees should be charged on the basis of perceived public interest.

In 2013-2014, a net amount of $65 was collected for submission of requests, while $370 was collected as research fees for the processing of requests. Submission fees were waived for 12 requests. In most of these

cases, AIPO sought to split requests that referred simultaneously to multiple files related to disclosures made by AIPO. This practice also meant that responses could be sent to requesters more quickly, since consultations could be carried out individually with third parties who received the contribution in question.

Lastly, AIPO decided to waive half of the research fees for one request. In fact, in accordance with the *Directive on the Administration of the Access to Information Act*, the institution used its discretion and reduced the fees to a request that took more time than expected to process.

Costs

The cost of administering the Act fell slightly in 2013-2014 to $139,582. This included $127,146 in salaries and $12,436 for travel, training, software rental, supplies and translation.

Training

In fiscal 2011-2012, we were able to develop and deliver a series of mandatory training sessions entitled *Access to Information and Privacy Protection*. This major initiative was conducted by the AIPO team and instructed 316 Agency employees on issues of access to information and protection of personal data.

In 2013-2014, AIPO continued with training, focusing on new Agency employees or those who did not have the opportunity to attend training in 2011-2012. To this end, seven training sessions were provided to a total of 43 employees.

In addition, two awareness sessions were provided to three employees in the Minister's office. Also, two Agency employees, whose duties call for a certain grasp of access to information matters, received a specific training.

Administrative policies and practices

Procedure

For the past four years, AIPO has had an *Access to Information and Personal Information Procedure*, submitted to and approved by the Agency's top management. No amendments were made in 2013-2014.

The procedure meets the demands of the *Directive on the Administration of the Access to Information Act*, as updated in January 2012. The purpose of this directive is to facilitate compliance with legislative and regulatory strictures, spell out the roles and responsibilities of all those involved in processing access requests and provide an efficient model of practices and processes for handling access requests.

In addition to presenting the roles and responsibilities of the various individuals involved, this procedure presents the process for handling requests, intended to illustrate the various processing and approval stages in effect at the Agency, based on the steps indicated in the following diagram.

RECEIPT

As part of a well defined process, AIPO is responsible for receiving and processing requests submitted under the Act and provides leadership in this regard. AIPO then forwards the requests to the office of primary interest, which is then responsible for forwarding the requested documents and providing AIPO with expert advice.

PROCESSING

Once the document extraction process has been completed, AIPO analyses the documents on the basis of the Act, consults the office of primary interest, the departments concerned and third parties, if necessary. It then informs the branches and sectors concerned of the recommended dispositions, which are then submitted to the Manager, Corporate Secretariat, for approval.

COMMUNICATION

A 48-hour notice included in AIPO's decision is sent simultaneously to the managers involved. The documents are then prepared for reporting and sent to the applicants.

Proactive disclosure

Since 2005, the public has been able to access the Agency's Web site to obtain quarterly information on travel and hospitality costs, contracts, reclassification of positions and grants and contributions to SMEs and NPOs.

In recent years, AIPO has noticed an increase in requests to obtain lists of projects funded by the Agency. Much of this information could, however, be found on the proactive disclosure Web pages. In order to facilitate access to the information requested and encourage transparency, AIPO, with the co-operation of other sectors, undertook work to make it easier to extract more complete data on projects funded by the Agency. As a result, the proactive disclosure pages now enable users to generate a file that makes it easier to sort the information, thus reducing the number of informal access to information requests.

Information available on the Agency's Web site

http://www.dec-ced.gc.ca/eng/access-information/index.html

One section of the Agency's site has information about its role in applying the Act. There, one can find especially details of access requests processed by AIPO and for which records have been released. In accordance with the *Directive on the Administration of the Access to Information Act*, the Agency has been publishing a monthly summary of access to information requests processed since May 2011. Summaries contain the identification, abstract and disposition of requests, as well as the number of pages released.

These Web pages also contain practical supplementary information to help citizens who want to file an access request. This section is intended as a gateway to AIPO's services.

Complaints and investigations

AIPO did not receive any new complaints over the course of the year. One complaint, received in July 2012, is still under investigation. The main point at issue was interpretation of section 20(1) regarding documents showing contribution amounts claimed by Agency clients and paid out. As this report was going to press, AIPO was waiting for the Commissioner's findings.

Info Source

The Treasury Board Secretariat requires an updated account of all the Agency's information holdings so that they can be included in *Info Source*.

This publication has been located on the Secretariat's Web site for several years. For two years, AIPO has published its Info Source chapter on its Web site. This exercise allows the information holdings to be revised and updated at any time before they are published on line: http://www.dec-ced.gc.ca/eng/publications/agency/info-source.html

Reading Room

In order to encourage the general public to avail themselves of the existing mechanisms for obtaining information and to comply with the requirements of the Act, the Agency may designate a room in its Montreal offices to be used as a reading room for members of the public wishing to consult records under an access to information request. Similar arrangements may be made in the Agency's regional offices to better serve regional clients.

Actions planned for 2014-2015

AIPO will give priority to its initial mandate, which is to respond to all requests for access to information in accordance with both the spirit and the letter of the Act.

Furthermore, it will continue to improve its workforce in order to continue improving its business practices and conform to directives, regulations and broad trends in access to information.

Business practices will be improved in 2014-2015 in particular through training activities:

- One-time training for AIPO staff on applying certain exceptions
- Continuation of the awareness sessions for all employees
- Distribution of information capsules to all employees
- Revision of procedures

DELEGATION SCHEDULE
ACCESS TO INFORMATION ACT

Section	Description	Proposed delegation	
		Manager, General Secretariat	Co-ordinator
7(*a*)	Notice when access requested	✓	✓
7(*b*)	Giving access to record	✓	✓
8(1)	Transfer of request to another institution	✓	✓
9	Extension of time limits	✓	✓
11(2), (3), (4), (5), (6)	Additional fees	✓	✓
12(2)(*b*)	Language of access	✓	✓
12(3)(*b*)	Access in alternative format	✓	✓
13	Exemption – Information obtained in confidence	✓	
14	Exemption – Federal-provincial affairs	✓	
15	Exemption – International affairs and defence	✓	
16	Exemption – Law enforcement and investigations	✓	
16.5	Exemption – *Public Servants Disclosure Protection Act*	✓	
17	Exemption – Safety of individuals	✓	
18	Exemption – Economic interests of Canada	✓	
18.1	Exemption – Economic interests of government institutions	✓	
19	Exemption – Personal information	✓	
20	Exemption – Third party information	✓	
21	Exemption – Operations of government	✓	
22	Exemption – Testing procedures, tests and audits	✓	

Section	Description	Proposed delegation	
		Manager, General Secretariat	Co-ordinator
22.1	Exemption – Audit working papers and draft audit reports	✓	
23	Exemption – Solicitor-client privilege	✓	
24	Exemption – Statutory prohibitions	✓	
25	Severability	✓	✓
26	Exemption – Information to be published	✓	
27(1), (4)	Third-party notification	✓	✓
28(1)(*b*), (2), (4)	Third-party notification	✓	✓
29(1)	Where the Information Commissioner recommends disclosure	✓	✓
33	Advising Information Commissioner of third-party involvement	✓	✓
35(2)(*b*)	Right to make representations	✓	
37(4)	Access to be given to complainant	✓	✓
43(1)	Notice to third party (application to Federal Court for review)	✓	✓
44(2)	Notice to applicant (application to Federal Court by third party)	✓	✓
52(2), (3)	Special rules for hearings	✓	
71(1)	Facilities for inspection of manuals	✓	✓
72	Annual report to Parliament	✓	✓

I approve the delegation schedule.

Guy McKenzie, Deputy Minister/President

06 DEC. 2012

Date

Government of Canada / Gouvernement du Canada

Statistical Report on the *Access to Information Act*

Name of institution: Canada Economic Development

Reporting period: 2013-04-01 to 2014-03-31

PART 1 – Requests under the *Access to Information Act*

1.1 Number of Requests

	Number of Requests
Received during reporting period	22
Outstanding from previous reporting period	4
Total	26
Closed during reporting period	26
Carried over to next reporting period	0

1.2 Sources of requests

Source	Number of Requests
Media	13
Academia	0
Business (Private Sector)	0
Organization	1
Public	8
Total	22

PART 2 – Requests closed during the reporting period

2.1 Disposition and completion time

Disposition of requests	Completion Time							
	1 to 15 days	16 to 30 days	31 to 60 days	61 to 120 days	121 to 180 days	181 to 365 days	More than 365 days	Total
All disclosed	2	1	1	0	0	0	0	4
Disclosed in part	2	1	2	1	1	1	2	10
All exempted	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0
No records exist	2	0	0	0	0	0	0	2
Request transferred	1	0	0	0	0	0	0	1
Request abandoned	0	0	0	0	0	0	0	0
Treated informally	9	0	0	0	0	0	0	9
Total	16	2	3	1	1	1	2	26

2.2 Exemptions

Section	Number of requests	Section	Number of requests	Section	Number of requests	Section	Number of requests
13(1)(a)	0	16(2)(a)	0	18(a)	0	20.1	0
13(1)(b)	0	16(2)(b)	0	18(b)	0	20.2	0
13(1)(c)	1	16(2)(c)	1	18(c)	0	20.4	0
13(1)(d)	0	16(3)	0	18(d)	0	21(1)(a)	5
13(1)(e)	0	16.1(1)(a)	0	18.1(1)(a)	0	21(1)(b)	3
14(a)	0	16.1(1)(b)	0	18.1(1)(b)	0	21(1)(c)	0
14(b)	0	16.1(1)(c)	0	18.1(1)(c)	0	21(1)(d)	1
15(1) - I.A.*	0	16.1(1)(d)	0	18.1(1)(d)	0	22	0
15(1) - Def.*	0	16.2(1)	0	19(1)	4	22.1(1)	0
15(1) - S.A.*	0	16.3	0	20(1)(a)	0	23	4
16(1)(a)(i)	7	16.4(1)(a)	0	20(1)(b)	4	24(1)	0
16(1)(a)(ii)	0	16.4(1)(b)	0	20(1)(b.1)	0	26	2
16(1)(a)(iii)	0	16.5	0	20(1)(c)	1		
16(1)(b)	0	17	0	20(1)(d)	3		
16(1)(c)	0						
16(1)(d)	0						

*I.A.: International Affairs Def.: Defence of Canada S.A.: Subversive Activities

2.3 Exclusions

Section	Number of requests	Section	Number of requests	Section	Number of requests
68(a)	0	69(1)(a)	1	69(1)(g) re (a)	0
68(b)	0	69(1)(b)	0	69(1)(g) re (b)	0
68(c)	0	69(1)(c)	0	69(1)(g) re (c)	0
68.1	0	69(1)(d)	0	69(1)(g) re (d)	0
68.2(a)	0	69(1)(e)	1	69(1)(g) re (e)	0
68.2(b)	0	69(1)(f)	0	69(1)(g) re (f)	0
				69.1(1)	0

2.4 Format of information released

Disposition	Paper	Electronic	Other formats
All disclosed	2	2	0
Disclosed in part	8	2	0
Total	10	4	0

2.5 Complexity

2.5.1 Relevant pages processed and disclosed

Disposition of requests	Number of pages processed	Number of pages disclosed	Number of requests
All disclosed	63	63	4
Disclosed in part	4716	2351	10
All exempted	0	0	0
All excluded	0	0	0
Request abandoned	0	0	0

2.5.2 Relevant pages processed and disclosed by size of requests

Disposition	Less than 100 pages processed		101-500 pages processed		501-1000 pages processed		1001-5000 pages processed		More than 5000 pages processed	
	Number of requests	Pages disclosed	Number of requests	Pages disclosed	Number of requests	Pages disclosed	Number of requests	Pages disclosed	Number of requests	Pages disclosed
All disclosed	4	63	0	0	0	0	0	0	0	0
Disclosed in part	6	133	2	651	0	0	2	1567	0	0
All exempted	0	0	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0	0	0
Abandoned	0	0	0	0	0	0	0	0	0	0
Total	10	196	2	651	0	0	2	1567	0	0

2.5.3 Other complexities

Disposition	Consultation required	Assessment of fees	Legal advice sought	Other	Total
All disclosed	1	0	0	0	1
Disclosed in part	9	1	5	5	20
All exempted	0	0	0	0	0
All excluded	0	0	0	0	0
Abandoned	0	0	0	0	0
Total	10	1	5	5	21

2.6 Deemed refusals

2.6.1 Reasons for not meeting statutory deadline

Number of requests closed past the statutory deadline	Principal Reason			
	Workload	External consultation	Internal consultation	Other
5	1	4	0	0

2.6.2 Number of days past deadline

Number of days past deadline	Number of requests past deadline where no extension was taken	Number of requests past deadline where an extension was taken	Total
1 to 15 days	0	1	1
16 to 30 days	0	0	0
31 to 60 days	0	1	1
61 to 120 days	0	1	1
121 to 180 days	0	0	0
181 to 365 days	0	1	1
More than 365 days	0	1	1
Total	0	5	5

2.7 Requests for translation

Translation Requests	Accepted	Refused	Total
English to French	0	0	0
French to English	0	0	0
Total	0	0	0

PART 3 – Extensions

3.1 Reasons for extensions and disposition of requests

Disposition of requests where an extension was taken	9(1)(a) Interference with operations	9(1)(b) Consultation		9(1)(c) Third party notice
		Section 69	Other	
All disclosed	0	0	0	1
Disclosed in part	1	1	3	4
All exempted	0	0	0	0
All excluded	0	0	0	0
No records exist	0	0	0	0
Request abandoned	0	0	0	0
Total	1	1	3	5

3.2 Length of extensions

Length of extensions	9(1)(a) Interference with operations	9(1)(b) Consultation		9(1)(c) Third party notice
		Section 69	Other	
30 days or less	0	0	1	4
31 to 60 days	0	0	1	1
61 to 120 days	0	0	0	0
121 to 180 days	1	1	1	0
181 to 365 days	0	0	0	0
365 days or more	0	0	0	0
Total	1	1	3	5

PART 4 – Fees

Fee Type	Fee Collected		Fee Waived or Refunded	
	Number of requests	Amount	Number of requests	Amount
Application	13	$65	12	$60
Search	1	$370	1	$360
Production	0	$0	0	$0
Programming	0	$0	0	$0
Preparation	0	$0	0	$0
Alternative format	0	$0	0	$0
Reproduction	0	$0	0	$0
Total	14	$435	13	$420

PART 5 – Consultations received from other institutions and organizations

5.1 Consultations received from other government institutions and organizations

Consultations	Other government institutions	Number of pages to review	Other organizations	Number of pages to review
Received during reporting period	28	381	0	0
Outstanding from the previous reporting period	1	5	0	0
Total	29	386	0	0
Closed during the reporting period	29	386	0	0
Pending at the end of the reporting period	0	0	0	0

5.2 Recommendations and completion time for consultations received from other government institutions

Recommendation	Number of days required to complete consultation requests							
	1 to 15 days	16 to 30 days	31 to 60 days	61 to 120 days	121 to 180 days	181 to 365 days	than 365 days	Total
Disclose entirely	22	1	2	0	0	0	0	25
Disclose in part	1	2	1	0	0	0	0	4
Exempt entirely	0	0	0	0	0	0	0	0
Exclude entirely	0	0	0	0	0	0	0	0
Consult other institution	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0
Total	23	3	3	0	0	0	0	29

5.3 Recommendations and completion time for consultations received from other organizations

Recommendation	Number of days required to complete consultation requests							
	1 to 15 days	16 to 30 days	31 to 60 days	61 to 120 days	121 to 180 days	181 to 365 days	than 365 days	Total
Disclose entirely	0	0	0	0	0	0	0	0
Disclose in part	0	0	0	0	0	0		0
Exempt entirely	0	0	0	0	0	0	0	0
Exclude entirely	0	0	0	0	0	0	0	0
Consult other institution	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0

PART 6 – Completion time of consultations on Cabinet confidences

Number of days	Number of responses received	Number of responses received past deadline
1 to 15	0	0
16 to 30	0	0
31 to 60	0	0
61 to 120	1	0
121 to 180	1	1
181 to 365	0	0
More than 365	0	0
Total	2	1

PART 7 – Resources related to the Access to Information Act

7.1 Costs

Expenditures		Amount
Salaries		$101 349
Overtime		$0
Goods and Services		$12 436
• Professional services contracts	$0	
• Other	$12 436	
Total		**$113 785**

7.2 Human Resources

Resources	Dedicated full-time to ATI activities	Dedicated part-time to ATI activities	Total
Full-time employees	1,00	0,40	1,40
Part-time and casual employees	0,00	0,00	0,00
Regional staff	0,00	0,00	0,00
Consultants and agency personnel	0,00	0,00	0,00
Students	0,00	0,00	0,00
Total	1,00	0,40	1,40

Tables for Supplementary Reporting – *Access to Information Act* and *Privacy Act*

Previously released ATI package released informally

Institution	Number of informal releases of previously released ATI packages
Canada Economic Development	9

Completed Privacy Impact Assessments (PIAs)

Institution	Number of Completed PIAs
Canada Economic Development	0

Completion Time of Consultations on Cabinet Confidences under the ATIA - Requests with Legal Services

Number of Days	Fewer Than 100 Pages Processed		101–500 Pages Processed		501–1,000 Pages Processed		1,001–5,000 Pages Processed		More Than 5,000 Pages Processed	
	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed
1 to 15	0	0	0	0	0	0	0	0	0	0
16 to 30	0	0	0	0	0	0	0	0	0	0
31 to 60	0	0	0	0	0	0	0	0	0	0
61 to 120	1	2	0	0	0	0	0	0	0	0
121 to 180	0	0	0	0	0	0	0	0	0	0
181 to 365	0	0	0	0	0	0	0	0	0	0
More than 365	0	0	0	0	0	0	0	0	0	0
Total	1	2	0	0	0	0	0	0	0	0

Completion Time of Consultations on Cabinet Confidences under the ATIA - Requests with Privy Council Office

Number of Days	Fewer Than 100 Pages Processed		101–500 Pages Processed		501–1,000 Pages Processed		1,001–5,000 Pages Processed		More Than 5,000 Pages Processed	
	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed
1 to 15	0	0	0	0	0	0	0	0	0	0
16 to 30	0	0	0	0	0	0	0	0	0	0
31 to 60	0	0	0	0	0	0	0	0	0	0
61 to 120	1	3	0	0	0	0	0	0	0	0
121 to 180	2	11	0	0	0	0	0	0	0	0
181 to 365	0	0	0	0	0	0	0	0	0	0
More than 365	0	0	0	0	0	0	0	0	0	0
Total	3	14	0	0	0	0	0	0	0	0

Completion Time of Consultations on Cabinet Confidences under the PA - Requests with Legal Services

Number of Days	Fewer Than 100 Pages Processed		101–500 Pages Processed		501–1,000 Pages Processed		1,001–5,000 Pages Processed		More Than 5,000 Pages Processed	
	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed
1 to 15	0	0	0	0	0	0	0	0	0	0
16 to 30	0	0	0	0	0	0	0	0	0	0
31 to 60	0	0	0	0	0	0	0	0	0	0
61 to 120	0	0	0	0	0	0	0	0	0	0
121 to 180	0	0	0	0	0	0	0	0	0	0
181 to 365	0	0	0	0	0	0	0	0	0	0
More than 365	0	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0	0

Completion Time of Consultations on Cabinet Confidences under the PA - Requests with Privy Council Office

Number of Days	Fewer Than 100 Pages Processed		101–500 Pages Processed		501–1,000 Pages Processed		1,001–5,000 Pages Processed		More Than 5,000 Pages Processed	
	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed
1 to 15	0	0	0	0	0	0	0	0	0	0
16 to 30	0	0	0	0	0	0	0	0	0	0
31 to 60	0	0	0	0	0	0	0	0	0	0
61 to 120	0	0	0	0	0	0	0	0	0	0
121 to 180	0	0	0	0	0	0	0	0	0	0
181 to 365	0	0	0	0	0	0	0	0	0	0
More than 365	0	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0	0